

HUTTO INDEPENDENT SCHOOL DISTRICT
Academics · Character · Community · Inspiring Excellence

Pay & Leave Explanation

(Hourly Employees)

Pay Explanation

From your Employee Service Center: My Pay Information > Select the row with current-year information > AGREE to the terms. You will see your hourly rate, compensated days, start/stop date for the school year, annual salary, pay grade, and more.

Hutto ISD Base Pay — Sample Record

Position	District — Clerical (CP6)
Effective Dates	08-03-2026 to 05-28-2027
Pay Cycle	Semi-Monthly
First Check / Last Check	08-14-2026 / 05-27-2027
Checks / Non-Duty Days	24 / 0.0
Compensated Days	187
Pay Grade	Clerical / Paraprofessional 06
Authorized Hours	40.0
Calendar Name	187 Days
Hourly Rate	\$23.55000
Effective Pay	\$35,230.80
Employment Status	Non-Exempt
Total Hourly Rate (Incl. Additional Pay)	23.55000

Total Projected Salary

Effective Pay: \$35,230.80

Total Projected Salary: \$32,230.80

The Math

26-27 Pay — worked example using a 187-day calendar:

\$23.55 hourly rate
 × 8 hours per day
 × **187** # of days
 = \$35,230.80 annual salary
 ÷ 24 # of paychecks (2 per month)
 = **\$1,467.95 Gross Pay Each Check**

(Not including any overtime, extra hours, or unpaid leave.)

What Does "Gross" Pay Mean?

Gross pay is your total earnings for a pay period before any deductions are taken out.

It is calculated from your hourly rate, hours per day, and the number of days you are compensated for the school year.

Your take-home (net) pay will be lower than gross pay because taxes, retirement contributions (TRS), and any benefit deductions are subtracted from the gross amount.

Leave Explanation

My Service Center > My Leave Balances

40 hours of local leave and 40 hours of state leave are granted at the beginning of the school year. However, this leave is not completely earned until the year is completed.

Leave Balances — Hourly Employee Matrix

Leave Code Name	Granted	Earned	Absence	Adjusted	Current Balance	Units
Local Leave	40.0000	4.0000	0.0000	0.0000	67.0000	Hours
Non-Duty Days	48.0000	8.0000	0.0000	0.0000	48.0000	Hours
State Leave	40.0000	4.0000	0.0000	0.0000	80.0000	Hours
State Sick — Prior to 1995	0.0000	0.0000	0.0000	0.0000	0.0000	Hours

Note — If You Leave the District Early

Your Granted leave would adjust down to your Earned amount. Any used but unearned leave would be docked on your final check.